

## Approving the SNP Claim for Reimbursement: Steps for the District Claim Approver

1. Go to CNPWeb online at <https://me.cnpus.com/cnp/Login>
2. Log in with User Id and password. If you do not have an ID and Password, please email [pamela.partridge@maine.gov](mailto:pamela.partridge@maine.gov).

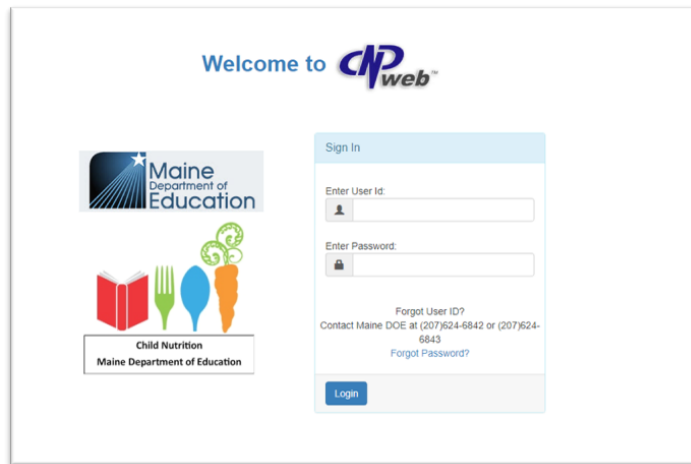


Figure 1: Log-in Page

3. If this is your first time logging into CNPWeb, you may be asked to change the initial password you are given. Follow screen instructions to change password.
4. Once logged in, will be taken to the 'Programs Selection' page. Click the program name, 'SNP' in blue on the left.

Program Selection	
Program Code	Program Description
SNP	NSLP
CACFP	CACFP
SFSP	SFSP
FDP	FDP

Figure 2: Program Selection Page

5. You may see a Notice page. This is where Maine DOE Child Nutrition will post important information. Please read it carefully and then click the "Next Page" button to go to the Program Year selection screen.

6. Select program year '2022'.

Program Year Selection		
Program Year	Program Begin Date	Program End Date
2019	July 1, 2018	June 30, 2019
2020	July 1, 2019	June 30, 2020
2021	July 1, 2020	June 30, 2021
2022	July 1, 2021	June 30, 2022

Figure 3: Program Year selection screen

7. Go to the Sponsor Summary screen - Claims Tab
8. Select the Pen (highlight below) from the Action buttons.

Sponsor Summary					
Checklist	Applications	Forms	Claims	Payments	Users
Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2021	Claims should be entered between the 1st and the 8th of the month.				
August 2021	Sponsor Claim	0	Pending Submission	\$7,602.05	\$  

Figure 4: Claims Tab of the Approving Official

9. Select checkbox on question 23 "Approve this claim" at the bottom of the Sponsor Claim screen. Click 'Save' then 'Exit'.

22. ☐ Check here to **Certify this claim.**

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims or otherwise."

23. ☒ Check here to **Approve this claim.**

Created By: jtruman	Certified By: jtruman	Approved By:	Modified By: jtruman
Date Created: 9/24/2021 1:58:07 PM	Date Certified: 9/24/2021 2:19:34 PM	Date Approved:	Date Modified: 9/24/2021 2:19:52 PM



 Save  Exit

Figure 5: Claim Page for the Approving Official

10. Once approved, the status of the Sponsor Claim will change to 'Approved' and all the Site Claims are 'Complete'.
11. The Claim will be paid in the next payment batch.





Claim Month	Form / Site Name	Revision	Status	Claim Amount	Action
Reimbursement Claims					
July 2021	Sponsor Claim	0	Paid	\$1,178.00	\$  
August 2021	Sponsor Claim	0	Approved	\$688.13	\$ 
215	Hancock Grammar School	0	Complete	\$688.13	\$ 

Figure 6: Claim Tab